



## **Position Profile for SAUG Committee Role Secretary**

### **Scope**

Under the SAUG Rules the position of Secretary is a formal office holder of the Association.

In reality many of the formal duties of the Secretary are undertaken on a day to day basis by the SAUG Operations Manager & SAUG Financial Administrator.

### **Responsibilities**

The formal responsibilities of the position are:

- To establish and maintain the membership register;
- To collect all fees due to the Association;
- To receive and process nominations, notices and notifications on behalf of the Association;
- To act as an office bearer of the Association;
- To keep minutes of appointments, Committee members present at meetings and all proceedings of meetings; and
- To provide notices of all meetings